

**Scott F. McLaughlin Speech & Hearing Clinic**  
**Notice of Privacy Practices**  
**Effective: 6/1/2016**

**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

Scott F. McLaughlin Speech & Hearing Clinic uses protected individual information for evaluation and treatment, to obtain payment for services, for administrative purposes, and to evaluate the quality of care it provides. Individual information is contained in private records that are the physical property of Scott F. McLaughlin Speech & Hearing Clinic.

**Who Must Abide By This Notice:** This notice applies to the Scott F. McLaughlin Speech & Hearing Clinic and its faculty, staff, supervisors, and students.

**Our Legal Duties:** The Scott F. McLaughlin Speech & Hearing Clinic is required by law to maintain the privacy of your protected information. We are required to provide this notice of our privacy practices and to abide by the terms of the notice.

**Kinds of Information to Which This Notice Applies:** This notice applies to individually identifiable protected information that is created or received by us and relates to the past, present, or future physical, mental, or developmental condition of the individual provided services by the Scott F. McLaughlin Speech & Hearing Clinic. The client to which this policy pertains, including the parent(s) or guardian(s) of minor children, will be referred to as “you” or “your” throughout this notice.

**How Scott F. McLaughlin Speech & Hearing Clinic May Use or Disclose Your Information:**

**For Evaluation and Treatment.** Scott F. McLaughlin Speech & Hearing Clinic may use your information to provide you with evaluation or treatment services. For example, information related to the services you receive and recorded by a Clinical Coordinator, graduate assistant, student clinician, or clinical supervisor or other person involved in providing those services will be maintained in your record. This information is essentially necessary to determine what treatment you should receive. Those involved in providing services will also record actions taken in the course of your treatment. **For purposes other than those listed below, Scott F. McLaughlin Speech & Hearing Clinic will **not** provide this information to anyone else, including physicians, other health care providers, or professionals not at the University of Central Oklahoma without your written permission indicated on a release form or in a written letter.**

**For Payment.** In the case that payment for services provided by the Scott F. McLaughlin Speech & Hearing Clinic are paid for by a third party payor (e.g., insurance company), the Scott F. McLaughlin Speech & Hearing Clinic may use and disclose your information to such party for purposes of receiving payment for services that you receive. For example, a bill may be sent to you or a third-party payor, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or other services provided in the course of treatment.

**For Clinical Operations.** Scott F. McLaughlin Speech & Hearing Clinic may use and disclose information about you for operational purposes. For example, your information may be disclosed to members of the Scott F. McLaughlin Speech & Hearing Clinic staff, faculty, or students to:

- evaluate the performance of our students and staff;
- assess the quality of care and outcomes in your cases and similar cases;
- illustrate principles of evaluation and treatment for educational purposes;
- learn how to improve our facilities and services; and
- determine how to improve the quality and effectiveness of the education we provide.

**Appointments.** Scott F. McLaughlin Speech & Hearing Clinic may use your information to provide appointment reminders or information about treatment or other services that may be of interest to the individual.

**Public Health.** Your information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease (reporting of communicable diseases), injury, or disability.

Required by Law. Scott F. McLaughlin Speech & Hearing Clinic may use and disclose information about you as required by law. For example, Scott F. McLaughlin Speech & Hearing Clinic may disclose information for the following purposes:

- for judicial & administrative proceedings pursuant to legal authority;
- to report information related to victims of abuse, neglect or domestic violence; &
- to assist law enforcement officials in their law enforcement duties: to report a crime on the premises & to report a crime in an emergency (if the clinic provides care to a patient in an emergency & it appears that the patient was involved in a crime).

Oversight Activities. Scott F. McLaughlin Speech & Hearing Clinic may disclose information about you to federal and state health oversight agencies such as Medicare, Oklahoma Healthcare Authority, and the State Department of Health, for audits, investigations, and other activities that relate to the oversight of the health care system or government health benefit programs.

Health and Safety Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Government Functions. Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your information.

Workers Compensation. Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

**Your Health Information Rights:** You have the right to request a restriction or limitation on the information that we use or disclose about you for treatment, payment or clinic operations, or that we disclose to someone who may be involved in your care, or payment for your care like a family member or friend. While we will consider your request, we are not required to agree with it. We will notify you if we are unable to agree to a requested restriction on how your information used or disclosed. If we do agree with it, we will comply with your request. To request a restriction, you must make your request in writing to Scott F. McLaughlin Speech & Hearing Clinic. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply (for example, disclosures to a spouse or parent in the case of a non-minor child. We will obtain your written authorization to use or disclose your information for reasons other than those listed above and permitted under law.

**Complaints:** You may complain to Scott F. McLaughlin Speech & Hearing Clinic and to the University of Central Oklahoma if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

**Obligations of Scott F. McLaughlin Speech & Hearing Clinic:** Scott F. McLaughlin Speech & Hearing Clinic is required to:

- maintain the privacy of protected information; abide by the terms of this notice; and
- provide you with this notice of its legal duties and privacy practices with respect to your health information and make a good faith effort to obtain acknowledgment that you have received this notice. Scott F. McLaughlin Speech & Hearing Clinic reserves the right to change its information practices and to make the new provisions effective for all protected information it maintains. Revised notices will be made available to you by means of mail notification or will be available for pick up at the Scott F. McLaughlin Speech & Hearing Clinic.

**If you have any questions or complaints, please contact:**

Scott F. McLaughlin Speech & Hearing Clinic  
Program Director or Clinical Coordinator  
100 N. University Drive  
Edmond, OK 73034  
Voice: 405-974-5705 / 405-974-5419  
Fax: 405-974-3966  
TDD: 405-974-5419

**Equal Opportunity Statement**

In compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1972, Sections 503 and 504 of The Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act of 1991, and other Federal Laws and Regulations, the University of Central Oklahoma does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, or status as a veteran in any of its policies, practices or procedures; this includes but is not limited to admissions, employment, financial aid, and educational access.